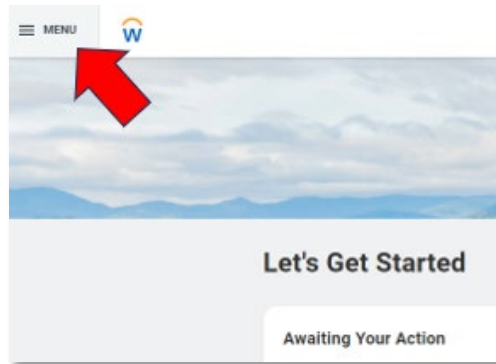


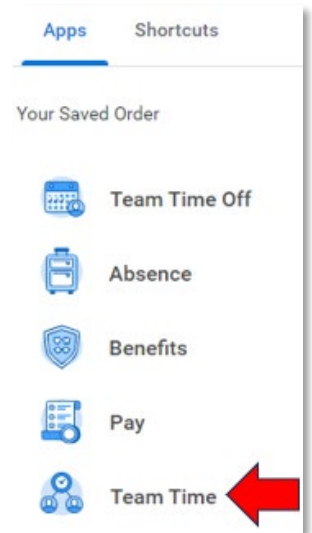
## Correcting Time or Unmatched Check In/Outs

If your employee either forgets to clock in/out and their timesheet needs correction, you will follow these steps.

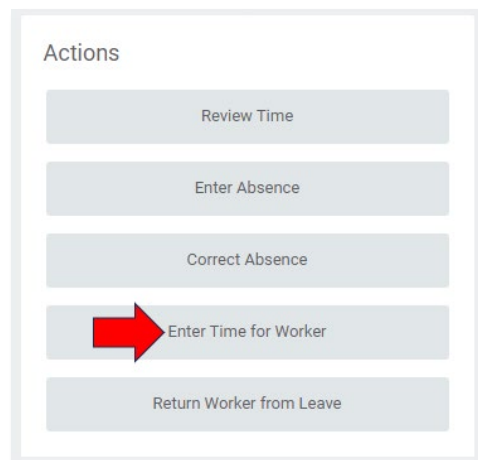
1. On your Workday homepage, select the **Menu** on the top left of the screen.



2. Select **Team Time**.

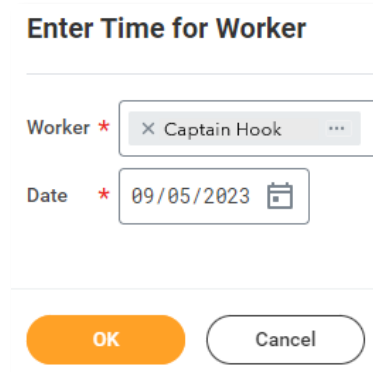


3. Under Actions, select **Enter Time for Worker**.



4. Select the **Worker** you would like to correct time for and the **Date**.

Click **OK**.



**Enter Time for Worker**

Worker \* X Captain Hook ...

Date \* 09/05/2023

OK Cancel

5. You will be directed to your employee's timesheet. **Click on the unmatched check in/out box** if you are correcting a punch, or click on any blank spot of the timesheet if you are adding a new punch.



Unmatched Check-in  
10:17 am  
Needs Attention

In/Out Time  
4:00pm - 7:15pm  
3.25 Hours  
Not Submitted



# Correcting Your Team's Time

6. Add the **In/Out** time as Needed, as well as the **Out Reason**.

Click **OK**.

**Correct Unmatched Event** 09/05/2023

Time Type \*

In \*

Out \*

Out Reason \*

Hours 4.716667

**Details**

Cost Center

Comment